



Filing a Return as a Importer/Exporter Upload a File Containing Data

FILE AND PAY AT:

http://sd.gov/epath

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time



EPath Help

Login >

Log in to your Account

Username: Password:

Forgot your Password?

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge

Bank Franchise Tax

Contractors' Excise Tax

Sales and Use Tax

Motor Fuel:

Biodiesel Producer Blender

Ethanol Producer Ethanol Broker

Importer/Exporter LNG

LPG User LPG Vendor

Supplier

If you don't have an EPath account and Make a Payment > need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

Due Dates Calendar

Please refrain from using the browser's back button while using this site. This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement

ACCESS
EPATH HELP
FROM EVERY
SCREEN

Each • has help information, simply point to the • to display the information.

Main Menu >

File and/or pay taxes.

- ► File or Amend Return/Payment ①
- ► Upload Additional Documentation •

Select an account function to perform.

- ► Add/Edit User Accounts ①
- ▶ Cancel Licenses
- Print License Card

View History.

- ▶ View Account Activity ¹
- ► View Pending Items ①

► Payment Only ①

- ▶ Change Profile ¹ •
- ▶ Add a License
- ▶ View/Edit Pending Electronic Payments ¹ Output
- ▶ View Deleted Electronic Payments ⑥

Log out

Main Menu 🗲 File and/or pay taxes. File or Amend Return/Payment 1 Payment Only 6 Upload Additional Documentation 6

Tax Return Filing Menu ≻

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

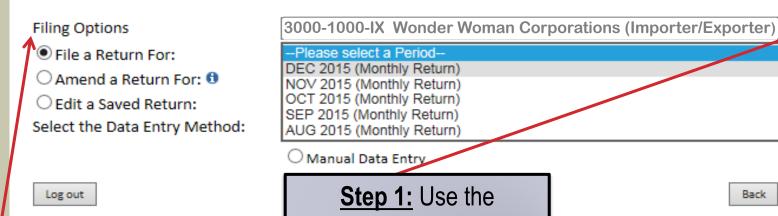
Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

dropdown boxes to

display license numbers

and returns

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.



Step 2: Choose from Filing Options to file, amend, or edit returns



Next

Back

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options File a Return For: Amend a Return For: 🕕 O Edit a Saved Return: Select the Data Entry Method: Log out

3000-1000-IX Wonder Woman Corporations (Importer/Exporter) DEC 2015 (Monthly Return) --Please select a Period----Please select a Period-- Upload File Containing Data Manual Data Entry

Upload File Containing Data allows you to upload your EPath Schedule that is saved on your computer.

Step 4: Click Next

Back

Next

Step 3: Choose a Data Entry Method to input a schedule

PRODUCT TYPES

Each type of fuel that is sold has a specific product. Below are the codes that may be used on your schedule.

Product Code	<u>Fuel Type</u>
061	Natural Gasoline
065	Gasoline
072	Kerosene (Dyed)
073	Kerosene (Low Sulfur)
074	Kerosene (High Sulfur)
123	Ethyl Alcohol
125	Aviation Gasoline (AVGAS)
130	Jet Fuel
142	Kerosene (Clear)
145	Kerosene- Low Sulfur (Clear)
147	Kerosene- High Sulfur (Clear)
160	Diesel (Clear)
170	Biodiesel Blend (Clear)
171	Biodiesel Blend (Dyed)
228	Dyed Diesel
243	Methyl Alcohol
284	Biodiesel (Clear)
290	Biodiesel (Dyed)
092	Other

SCHEDULE TYPES AND MODE OF TRANSFER

Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

Schedule Type	<u>Description</u>	Line(s) of Return
1a	This schedule type will report several types of gallons they are: ➤ This schedule type will report the gallons of fuel imported by means other than a pipeline into South Dakota (Tax Paid). ➤ Gallons of fuel imported that were purchased from a licensed South Dakota Supplier at an out of state terminal (Tax Paid).	 1- gallons imported (tax paid) 4- Gallons imported from out-of-state terminal (tax paid)
2a	This schedule type will report the gallons of fuel imported by means other than a pipeline into South Dakota (Tax Unpaid).	5
2c	This schedule type will report gallons of fuel that were pulled from a South Dakota pipeline with an original destination outside South Dakota, but then diverted back into South Dakota.	4
10	This schedule type will report the total gallons of K-1 kerosene sold for not taxable purposes such as heating.	7

How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
В	Barge
PL	Pipeline

Example: Upload a File Containing Data

Data File Definition ➤ Filing DEC 2015 Return For 3000-1000-IX Please select the type of file you will be sending. In a fixed length file, each field has a specified size Main Menu that remains constant throughout the entire file. In a delimited file, all fields in a record are Logout separated by a specified character. Refers to the lines that contain File Definition> Skip the first | 7 lines of the file column headings. If the EPath File Layout Schedule of Receipts and File Upload Fixed Length: File Preview Disbursements Template is used File contains no line feeds View Return no changes are needed Verify Info • Delimited File: Other: Field Delimiter: Comma (,) String Qualifier: Double Quote (") Other: Back Next The **Delimited File** defaults to "comma" and "Double Quote" No changes are needed Click Next

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Data File Layout >

Filing DEC 2015 Return For 3000-1000-IX

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File Definition
File Layout>

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Verify Info

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

Position	Field Name	Size	Include
1 🗸	Schedule Type	2	Required
2 🗸	Carrier Name	100	Required
3 💙	Carrier FEIN	10	Required
4 🗸	Mode	2	Required
5 🗸	Origin State	2	Required
6 🗸	Destination State	2	Required
7 💙	Sold To	100	Required
8 💙	Purchaser FEIN	10	Required
9 🗸	Transaction Date	8	Required
10 🗸	Manifest Number	15	Required
11 🗸	Gross Gallons	9	Required
12 🗸	Product Type	3	Required
Reset Lavour	t I Save Lavout		

Reset Layout | Save La

Position refers to the column on the schedule that is uploaded into EPath.

Step 2: If the layout changes click Save Layout before clicking Next.

Field Name is the column heading on the EPath Schedule.

If you are using the EPath template to

file your schedule no changes are

needed on this page and you can click

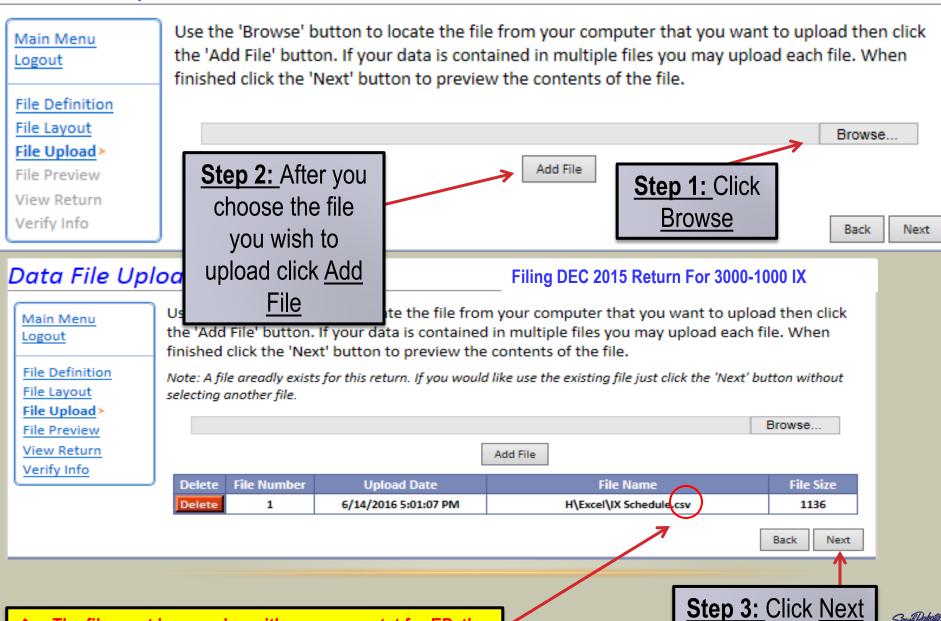
Next.

Step 1: Enter the Position number for each Field Name as they appear on your EPath Schedule. In the example below the first column would be Position 1 so you want to match the Field Name to the Column heading.

Back Next

	Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
	1A	A Carrier	123456789	J	ND	SD	A Purchaser	123456789	12/02/2015	9812346	1300	65
П	1A	A Carrier	123456789	J	MN	SD	A Purchaser	123456789	12/23/2015	9812347	500	65
Ш	2A	A Carrier	123456789	J	TX	SD	A Purchaser	123456789	12/22/2015	9812350	1800	228
Ч	2A	A Carrier	123456789	J	TX	SD	A Purchaser	123456789	12/23/2015	9812351	1500	160
ı	5	A Carrier	123456789	J	SD	ND	A Purchaser	123456789	12/04/2015	9812352	200	65
	7B	A Carrier	123456789	J	SD	ND	A Purchaser	123456789	12/15/2015	9812353	1500	65
	7B	A Carrier	123456789	J	SD	ND	A Purchaser	123456789	12/17/2015	9812354	2100	65
	10	A Carrier	123456789	J	SD	SD	A Purchaser	123456789	12/15/2015	9812355	3000	142
}	10	A Carrier	123456789	J	SD	SD	A Purchaser	123456789	12/17/2015	9812356	1300	142
			•	•	•					•	•	

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The file must be saved as either a .csv or .txt for EPath

to recognize the data when the file is uploaded.

Supplier File Preview ≻

Filing DEC 2015 Return For 3000-1000-IX

Main Menu Logout

File Definition
File Layout
File Upload
File Preview
View Return
Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

/	Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State	Solo
	Success	1A	A Carrier	123456789	J	ND	SD	ΑPι
	Success	1A	A Carrier	123456789	J	MN	SD	A Pu
	Success	2A	A Carrier	123456789	J	TX	SD	ΑPι
	Success	2A	A Carrier	123456789	J	TX	SD	A Pu
	Success	5	A Carrier	123456789	J	SD	ND	ΑΡι
J	Success	7B	A Carrier	123456789	J	SD	ND	A Pu
	Success	7B	A Carrier	123456789	J	SD	ND	ΑPι
\	Success	10	A Carrier	123456789	J	SD	SD	A Pu
\	Success	10	A Carrier	123456789	J	SD	SD	ΑPι
١	</td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>></td>							>

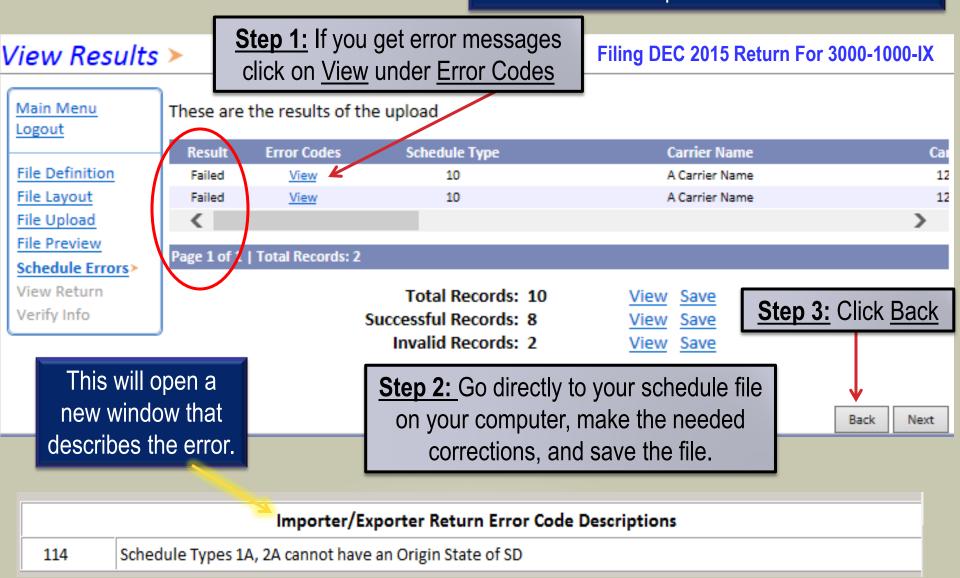
Click Next

Next

Back

Example: Failed Download

If you did not get error messages click <u>Next</u> and skip the next slide.



Example: Failed Download Continued...

Supplier File Preview >

Filing DEC 2015 Return For 3000-1000-IX

Main Menu Logout

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

File Definition	Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination St	tate
File Layout	Success	8	A Carrier	123456789	J	SD	SD	
File Upload	Success	8	A Carrier	123456789	J	SD	SD	
File Preview>	Success	8	A Carrier	123456789	J	SD	SD	
CNG Vendor	Success	8	A Carrier	123456789	J	SD	SD	
CNG Summary	Success	8	A Carrier	123456789	J	SD	SD	
Verify Info	Success	8	A Carrier	123456789	J	SD	SD	
verily iiiio	Success	8	A Carrier	123456789	J	SD	SD	
	Success	8	A Carrier	123456789	J	SD	SD	
	Success	5	A Carrier	123456789	J	SD	SD	
	Success	5	A Carrier	123456789	J	SD	SD	
	/							1

Filing DEC 2015 Return For 3000-1000-IX

Browse.

Back

Next

Back on the File Preview Page

Step 4: Click

🗘 Data File Upload

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file areadly exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

File Preview LPG Vendor

File Upload>

File Layout

Main Menu

File Definition

Logout

LV Summary

Payment Method Make Payment Verify Info

File Number File Name File Size Delete Upload Date Delete 6/20/2016 5:09:56 PM H\Excel\LV Schedule.csv 1490

Add File

Step 5: Click Delete and upload the corrected file

To Upload New File

- Click Browse
- **Upload Corrected** File
- Click Add File
- Click Next



Next

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Motor Fuel Tax Return - Import/Exporter >

Main Menu Logout

File Definition
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TIP: Always remember to review your entries before continuing on in the process.

Please Note: You will
NOT be able to print
your return after it is
submitted. Click View
Printer Friendly Version
to print your return

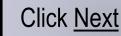
Please verify that the return information is correct. If the return is incorrect please click the 'Back' button to return to the previous page.

Reporting Period: DEC 2015				urn Due: 1/25/	
TAX LIABILITY	Gasoline	100% Ethyl Alcohol	AVGAS	Dyed Diesel Kerosene	
1. Imports	1,800	0	0	1,800	
2. Fuel Diverted to SD	0	0	0	0	
3. Total Gallons	1,800	0	0	1,800	
CREDITS					
4. Tax Paid Imports	1,800	0	0	0	
5. Exports from bulk storage	3,600	0	0	0	
6. Undyed K-1 kerosene					
7. Tax Unpaid Biodiesel					
8. Tax paid fuel diverted out of South Dakota/ Tax paid on exports	200	0	0	0	
9. Total Credits	5,600	0	0	0	
10. Tax unpaid exports	0	0	0	0	
TAX COMPUTATION					
11. Subtotal Taxable Gallons	-3,800	0	0	1,800	
12. Allowance	-57	0	0		
13.Total Taxable Gallons	-3,743	0	0		
14. Tax Rates	\$0.28	\$0.14	\$0.06	\$0.00	
15. Taxes Due	(\$1,048.04)	\$0.00	\$0.00		
16. Total All Taxes Due	(\$1,820.28)				
TANK INSPECTION FEE		TAXES AND FEES DUE			
17. Total Gallons	-500	20. Total Interest		\$0.00	
18. Tank Inspection Fee	(\$10.00)	Total Penalty		\$10.00	
19. Total Taxes and Fees Due	(\$1,830.28)	21. Balance Due or Credit		\$0.00	
		22. Total Amount Due		(\$1,820,28)	

Your total credit due is (\$1,820.28)



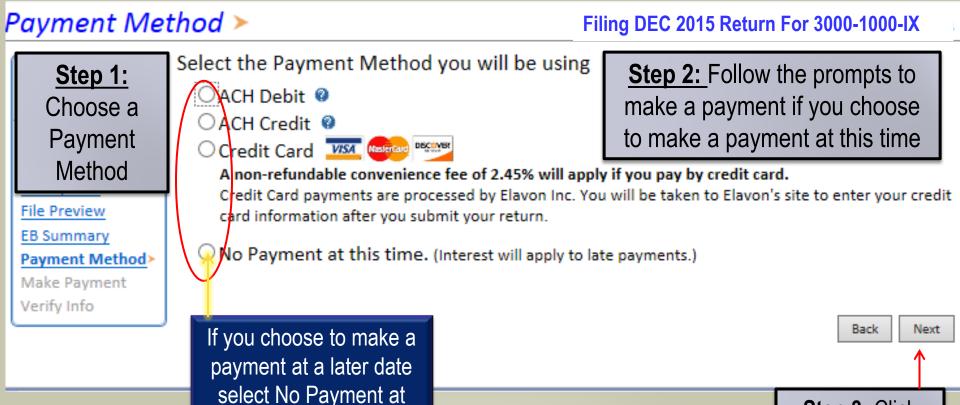
View Printer Friendly Version





Example: Returns with Tax Due

On the <u>Payment Method</u> page you have the option to pay the tax amount due on your Importer/Exporter Return. If no tax is due you will not reach this page.



this time and click Next.

Step 3: Click

Next

Verify Information ≻

Main Menu Logout

File Definition
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View Return

Verify Info>

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License:

3000-1000-IX

Name:

Wonder Woman Corporations

File Code:

Required Calendar Monthly

Period:

12/2015

Return Due Date: 1/25/2016

Return Type: IX - Original

Total Tax Due:

(\$1,830.28)

Interest/Penalty: \$10.00

Total Due: (\$1,820.28)

Payment Type: None

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return and associated schedules have been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return and associated schedules electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.



Login Password:

Back

Submit

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

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Confirmation Information >

Confirmation

Confirmation Number: 117251341694570807
Date Submitted: Jun 09, 2016 5:25 PM

Return

License: 3000-1000-IX

Period: 12/2015

Return Type: IX- Original Return Due Date: DEC 23, 2015

Total Amount Due: -\$1,820.28

View/Print Full Return

Print

Main Menu

Please Note: You will
NOT be able to print
your return after you
return to the main menu.
Click View/ Print Full
Return to print your
return



Find additional information and instructions for using EPath at: http://dor.sd.gov/epath/

Questions?

Call: **605.773.8178**

Email: <u>sdmotorfuel@state.sd.us</u>